



**STATE OF MONTANA  
MONTANA DEPARTMENT OF TRANSPORTATION  
JOB PROFILE**

- ☒ Update to new format  
☐ Formal Review

**Date Submitted** \_\_\_\_\_

---

**SECTION I - Identification**

---

**Working Title:** Project Manager I

**Department:** Transportation

**Job Code Number:** 151516

**Division & Bureau:** Engineering Division

**Job Code Title:** Computer Systems Analyst

**Section & Unit:** N/A

**Pay Band:** 6

**Work Address:** 2701 Prospect Ave  
Helena, MT 59620

**Position Number:** 07001

**Phone:** (406) 444-\_\_\_\_\_

☐ FLSA Exempt ☒ FLSA Non-Exempt ☐ Non-Union ☒ MPEA ☐ Blue Collar

**Profile Completed By:** update by Michael Dyrda

**Work Phone:** 444-6308

***Work Unit Mission Statement or Functional Description:***

The Engineering Division prepares projects for bidding and coordinates highway construction through two primary functions: Preconstruction and Construction. Specific Preconstruction functions are administered by the Bridge, Consultant Design, Engineering Information Services, Highways, Right-of-Way, and Traffic and Safety Bureaus in addition to five District Preconstruction Offices in Billings, Butte, Great Falls, Glendive, and Missoula. Specific construction functions are administered by the Contract Plans, Construction Engineering Services, Construction Administration Services and Materials Bureaus in addition to five District Construction Offices in Billings, Butte, Great Falls, Glendive, and Missoula.

***Describe the Job's Overall Purpose:***

This position is responsible for management of small projects or phases of larger projects and responsible for all aspects of a project for the entire life of the project, from project concept through final approval. Project management involves planning, executing, monitoring, controlling, and closure activities. This involves managing project scope, schedule, and budget by applying recognized project management principles, methodologies, and practices. The incumbent assists in defining project goals and objectives, establishes methods and means of accomplishing those objectives. He or she will perform contract management and will manage contracted staff.

---

**SECTION II - Major Duties or Responsibilities**

**% of Time**

**A. Contracts, Project Management and Business Process Analysis**

**(95%)**

Manage small projects or phases of larger projects, acting as primary contact for all assigned projects and assigned contracts. Directs modifications to existing computer or business systems to increase operating efficiency or adapt to new requirements. Provides analysis, particularly return on investment (ROI); ensures contracted deliverables and requirements are met. Actively participates in business process analysis activities, providing accurate and complete documentation in support of revision, repair, or expansion of both computer and business systems.

- 1) Responsible for all aspects of a project through the entire life cycle of the project. Includes project initiation, planning, execution, control, and closing.
- 2) Direct revision, repair, or expansion of existing computer or business systems, ensuring all needed interfaces defined by the project requirements are addressed and/or implemented.
- 3) Develop familiarity with project objectives and system scope by reviewing documentation, discussing scope with appropriate personnel and subsequently establishing project deliverables.
- 4) Create and Execute Work Breakdown Structure (WBS) or detailed project plan according to outlined tasks.
- 5) Responsible for communication of project plan, deliverables, etc., to the project sponsor. Develop project charter and obtains sponsor approval.
- 6) Effectively coordinate the activities of project team/s. Develop familiarity with the role and function of each team member and ensure appropriate assignments.
- 7) Manage project scope written by self or other engineering personnel to ensure clear business understanding. Manage changes to project scope and validate traceability matrix with business users.
- 8) Monitors expenditure amounts based on the funding source and level.
- 9) Ensures communication plan developed and communications meet expectations with Engineering management, project owner and project sponsor. Includes ISD on communication plans developed for Engineering IT projects.
- 10) Performs risk management and mitigation, provides issue resolution and escalation to supervisor or stakeholder/client.
- 11) On Engineering IT projects, follows SDLC (System Development Lifecycle guide) to ensure comprehensive unit and system testing processes are coordinated and followed. Coordinates and communicates preliminary training and ensures User Acceptance Test run smoothly.
- 12) Provides accurate and complete documentation in support of revision, repair, or expansion of both computer and business systems.

- 13) Is aware of state and federal laws, rules, and regulations as they relate to active projects.
- 14) Follows MDT's processes and procedures for contract management and procurement.
- 15) Reviews contract standards, forms, file locations and follow up on deliverables.
- 16) Writes business case with stakeholder, writes IT purchase Requests, identifies statement of work and works with the Purchasing Unit to develop contracts, limited scope or sole source documentation as applicable.
- 17) Directly manages or ensures that MDT management occurs for any contracted staff.
- 18) Responsible for managing contract budgets with internal and external clients, including time management, invoice processing and deliverable validation according to Tier II contract management processes.
- 19) Obtains appropriate signatures and ensures expenses are valid and within contract agreement.
- 20) Supports senior level staff in business process analyst activities through documentation, follow up questions, and review.
- 21) Documents or ensures documentation of both functional and technical specifications.
- 22) Prepare and conducts interviews to gather business process information from business units. Requests clarification or additional information as necessary to develop full understanding of process to be analyzed, including assumptions and constraints.
- 23) Develop 'as-is' and 'to-be' process documentation, using SDLC to identify the gaps.

**B. All other duties as assigned**

**(5%)**

Performs a variety of other duties as assigned in support of the division, its goals, and objectives. Examples of other duties are: Research on legislative impact to Engineering Division, investigate new technology applications, and develops white papers in support of that research for management to review.

---

***The following duties and/or specific tasks listed under section II above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):***

Duties A

***The following mental and physical demands are associated with these essential functions:***

**PHYSICAL**

- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, laptop)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Operating a personal computer

- Effective, professional communicating in writing, in person and over the phone
- Limited travel around the Helena area and occasional district or other site visits

**MENTAL**

- Ability to multi-task
- Conduct research
- Comparing data
- Compiling information
- Analyzing – inductive and deductive reasoning
- Synthesizing
- Coordinating
- Negotiating
- Dealing with agency business users at all levels
- Demands of accuracy in all aspects of work
- Creative problem solving.
- Relationship builder – listening, responsiveness, trust

**Does this position supervise others?**      ☐ Yes      ☒ No

**Attach an Organizational Chart.**

---

***SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.***

---

**Critical knowledge and skills required for this position:**

**KNOWLEDGE:**

Thorough knowledge of project management principles, methodologies, and practices, as well as project management software such as Microsoft Project. Knowledge of business process analysis techniques. Understanding of computer programming methodologies, including development life cycles, theories, and concepts. Understanding of technical development activities, including requirements verification and all phases of test activity.

**SKILLS:**

Skill in negotiation and/or persuasion to effectively coordinate the efforts of both technical and non-technical staff. Skill in development of project plans, process flows, and general documentation typically utilizing MS Office Suite. Advanced skills in process analysis, facilitation, and meeting management.

Additional required skills include: Reading Comprehension, Effective Communications, Logical, Analytical, and Critical Thinking, Active Learning, Service Orientation, Quality Control, SDLC, MS Office (Word, Excel, Outlook), keyboarding, Project Planning, Contract Management, Decision Making, Facilitation, and Meeting Management

**Behaviors required to perform these duties:**

See MDT Core Behaviors

**Education:**

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- |   |  |
|---|--|
| <input type="checkbox"/> No education required                | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent    | <input checked="" type="checkbox"/> Related Bachelor's Degree            |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree                         |

**Please specify the acceptable fields of study:**

*Acceptable:* BA/BS Degree in Computer Information Systems/Computer Science, Engineering, or Business Administration.

**Other education, training, certification, or licensing required (specify):**

Certifications such as Certified Associate in Project Management (CAPM) are desirable as would be a Certified Business Analyst Professional (CBAP).

**Experience:**

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- |   |   |
|---|---|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years            |
| <input type="checkbox"/> 1 year                       | <input checked="" type="checkbox"/> 4 years |
| <input type="checkbox"/> 2 years                      | <input type="checkbox"/> 5 or more years    |

**Other specific experience:**

One (1) year leadership experience either combined with or separate from the required 4 years IT Systems Development experience, Engineering or Business Analysis experience.

**Alternative Qualifications:**

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

**Alternative qualifications include:**

- 1) College courses completed will be evaluated on a case by case basis to potentially reduce the years of experience required. Thirty (30) completed and passed semester credits (or the equivalent in quarter credits) from an accredited college or university may be considered as one year of college.
- 2) In replacement of the related Bachelor's Degree requirement, MDT would accept:
  - an AA/AS Degree in Computer Science/Computer Information Systems or a non-related BA/BS degree and a minimum of 6 years combined IT Systems Development, Engineering and Business Analysis experience **OR**
  - no degree and 8 or more years of combined IT Systems Development, Engineering and Business Analysis experience

---

**SECTION IV – Other Important Job Information**

---

- |  |   |
|--|---|
| <input type="checkbox"/> Fingerprint check           | <input type="checkbox"/> Valid driver's license |
| <input checked="" type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe        |

Other information including working conditions such as shifts, lifting requirements, travel or hours.

Responsibilities require the incumbent to work within predetermined timeframes to meet critical deadlines. The predominate work is performed in an office setting during normal working hours and often requires the incumbent to sit for extended periods of time while working at a desk and computer. Limited day and overnight travel may be required to gather information from district office locations or other state sites.

**Employee:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_